

Retention and Classification Report

Agency: Grand County Cemetery Maintenance District (Utah) (2046)

2651 Spanish Valley Drive
Moab, UT 84532

Records Officer

22194 Cemetery plot deeds

AGENCY: Grand County Cemetery Maintenance District (Utah)

SERIES: 22194 3

TITLE: Cemetery plot deeds

DATES: 1933-

ARRANGEMENT: Chronological by year groups, thereunder alphabetical by first letter of last name of purchaser.

DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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(continued)

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APPRAISAL:

PRIMARY CLASSIFICATION:

Public